

REQUEST FOR QUALIFICATIONS for PAVEMENT MANAGEMENT CONSULTING SERVICES

**City of Conway, Arkansas
Wednesday, October 21st, 2015**

Request:

The City of Conway is seeking qualifications from consultants that specialize in pavement management to provide feasibility and planning services as needed by the City. Interested consultants should submit five (5) copies of their statement of qualifications in a sealed envelope labeled 'Pavement Management' in the lower left hand corner by 10:00 a.m. (CST) on **Wednesday, October 21st, 2015** to the Office of the Mayor, City of Conway, 1201 Oak Street, Conway, AR 72032.

The City of Conway reserves the right to reject any and all submittals received or any portions thereof and to waive informalities in the best interest of the City of Conway. The City of Conway complies with the provisions of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights act of 1964, and any other Federal, State, and/or local laws and/or regulations. The City of Conway is an equal opportunity employer.

Contact Persons:

Questions relating to this document may be addressed to:

Finley Vinson, PE
Director, Conway Street and Engineering Department
100 E Robins St
Conway, AR
finley.vinson@cityofconway.org

Respondents should have no contact with other department personnel except as specifically authorized by person(s) listed.

Interpretation of Documents:

If any person contemplating submitting a response is in doubt as to the true meaning of any part of this Request, or finds discrepancies in, or omissions from, the specifications, they may submit to the City a request for an interpretation or correction thereof.

Background:

The City of Conway with a population estimated at 62,000 defined a need for the development of a pavement management system to enable effective management of the City's street infrastructure. The City is responsible for approximately 400 centerline miles of asphalt and concrete pavement. State-maintained roadways are not included in this project.

The intent of the RFQ is to establish a contract with a consultant or team of consultants that can deliver a pavement condition survey and recommend maintenance action based on varying criteria such as, funding and/or desired service levels for the purpose of producing multi-year capital and maintenance improvement plans.

Scope of Services:

Information Provided to the Consultant – The City of Conway will provide to the consultant the following information at the start of the project:

- A digital map of the City's roadway network including name, functional classification, city limits, and ward

boundaries

- An analog map of available AADT data
- An Analog map differentiating local roads from state highways.
- A list of available preventative maintenance strategies
- Typical sections for each roadway classification

Pavement Inspection – In accordance with ASTM D 6433, provide a visual inspection of all city-owned pavements.

Pavement Management Database – All data collected shall be input into an electronic database delivered to the City at the conclusion of the project. The database shall be in a commonly used electronic format such as .xlsx, or other approved format. The database shall include, at a minimum, the following information for each roadway section:

- Name,
- Length (in miles),
- Width (in feet),
- Pavement Condition Index
- Material (i.e. asphalt, concrete, concrete with overlay),
- Repair Priority (if applicable),
- Ward,
- Speed Limit,
- Functional Classification,
- Repair History (where available)
- Total Estimated Cost of Repair (if any),
- Estimated Cost of Repair per Mile (if any),
- AADT (if available).

Final Report – Using the data collected during the pavement inspections, the Consultant shall analyze the collected data to develop maintenance recommendations. The Final Report documenting this analysis shall discuss the following:

- Maintenance decision making tree used in the analysis (as coordinated with City staff)
- Various budget analysis and consequences of each on pavement condition
- Prediction models used in budget analysis
- Visual description (both maps and tables) of maintenance recommendations using preferred budget analysis
- Estimated project costs for projects recommended in upcoming four years
- Color-Coded map of city pavement inventory showing current pavement condition
- Identification of possible future preventive maintenance and rehabilitation strategies

As Needed Assistance – As determined by City staff, additional Consultant assistance may be requested as needed for projects related to the pavement management program. Such assistance may include, but is not limited to, assisting the City in public or local government awareness and providing additional input in the development of preventative maintenance strategies.

Response Requirements:

Each consultant must submit a cover letter from an authorized representative indicating affirmative interest in providing the requested services and a completed Standard Form SF 330, parts I and II, Architect-Engineer Qualifications.

Provide a company profile, including organizational chart, brief history, vision, year founded, annual revenue, location of headquarters and any affiliated companies, and services provided

Provide resumes of key personnel assigned to the project, including location, qualifications, education, and experience.

Provide examples of experience in similar work. Indicate how these examples display the consultant's ability to complete the work as requested and in a timely manner.

Provide to the City a list of personnel responsible for all tasks, surveys, public hearings, reports, construction estimates, operating budgets, etc.

Indicate whether your firm or company, or any staff in your firm or company, have any interests (financial interest, stocks, contacts, etc.) that may constitute a conflict of interest in representing the City of Conway in this engagement and, if so, please provide full explanations.

Provide a proposed preliminary work plan including a schedule of services, reports, etc., in a timeline format for completing the planning process with key project milestones.

Provide a minimum of four references that are directly related to a study of this type conducted within the past four years.

Review and Selection Process:

After a review of all proposals, the City of Conway staff may request additional information or schedule interviews with selected firms. The City will negotiate with the top ranked firm in an attempt to reach an agreement. If not successful, the City will negotiate with the second ranked firm in an attempt to reach an agreement, and so on. Final agreement must be taken to and approved by the City Council.

The City reserves the right to exercise its best judgment in the evaluation of all responses. The City reserves the right to pursue any or all of the following actions in regard to this RFQ:

- Exercise its discretion in this section as deemed appropriate by the City
- Reject any or all responses and to waive any informality in the process when to do so would be to the best interest of the City
- Withdraw this notice
- Reject any response(s) for noncompliance with the provisions outlined in this notice
- Not award a contract at any time because of unforeseen circumstances or if it is determined to be in the best interest of the City
- Award one or multiple contracts based on the evaluation results
- Reject the response of any consultant who has previously failed to timely and satisfactorily perform any contract with the City
- Limit award to one or more phases
- Take other actions deemed in the best interest of the City